

## Global Alliance for Improved Nutrition

<b>Job title:</b>	Project Officer, Food Fortification
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<b>Classification:</b>	Grade 3	<b>Direct reports:</b>	1 - 5
<b>Work location</b>	Dar es Salaam, Tanzania	<b>Travel required:</b>	30%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the United Nations in 2002 to tackle the human suffering caused by malnutrition. Due to COVID19, conflict in Ukraine and climate change, malnutrition and hunger have worsened significantly since 2019, reversing a decade of progress. There is growing recognition that our food systems need to change if we are to reverse these trends.

GAIN's Strategy aims to transform food systems to make healthier diets from sustainable food systems accessible to all people and especially those whose are most vulnerable to shocks. By 2027, we aim to improve the access of 1.5 billion people to nutritionally enhanced staple foods, improve the access of 25 million people to healthier diets, and support positive food system change in 10 countries. This is bold and complex, and the only way to achieve this is to work together with partners including governments, businesses, and civil society at the country and global level. These goals, and the ways of achieving them, build on our twenty-year legacy of transforming people's lives with improved nutrition through concerted action and effective policy change.

DESCRIPTION
<p><b>Overall purpose</b></p> <p>The Project Officer, Food Fortification will support with the execution of GAIN Tanzania's Food Fortification program through GAIN's efforts to increase the availability of industrialized and biofortified food products, including private sector support for mandatory maize flour, Salt, Edible oil, and wheat flour fortification in Tanzania. You will also support other emerging nutrient enriched programmatic efforts, such as the commercialization of biofortified crops and fortified dairy products.</p> <p>This position reports to GAIN's Project Manager for food fortification in Tanzania and coordinates closely with GAIN Tanzania's Project Manager for Biofortification. Furthermore, this position is also expected to support with maintaining and strengthening strong working relationships with other food fortification sector partners, fortified food processors, relevant government &amp; policy institutions including strategic and development partners implementing similar programmatic activities and interventions. The postholder will also assist in developing concepts, proposals and exploring new programmatic areas based on learning from ongoing LSFF projects. The workstation will be mainly based in Dar es salaam with travel (50%) across the country as and when appropriate.</p> <p>Specifically, the Project Officer, Food Fortification will support with the delivery of the following key activities:</p> <ul style="list-style-type: none"> <li>• Support GAIN's efforts on food fortification in Tanzania, with a particular focus on industrially fortified maize flour, salt, wheat flour and edible oils, together with biofortified crops including maize and beans,</li> <li>• Undertake routine day to day programmatic and various administrative functions.</li> <li>• Support evaluations, knowledge generation and dissemination of activities for the food fortification program</li> <li>• Participate in the preparation of donor reports and proposals.</li> <li>• Assume responsibility for document filing and developing office administrative procedures as required.</li> <li>• Respond to general enquiries to the country office.</li> </ul>

## Global Alliance for Improved Nutrition

### Tasks and responsibilities

#### Project Planning and Coordination

- Support with the project implementation of a national mandatory fortification programmes for maize flour, edible oil and wheat flour in Tanzania.
- Support with strengthening Tanzania's national salt iodization program, regularly revisiting and supporting with the modification of the workplan to accommodate new learnings and recent developments as advised by the Project Manager.
- Facilitate regular communication to exchange updates and information with relevant team members (country director, project managers, senior policy advisor, and communications officer) to ensure a coordinated, and strategic approach to work with government officials, the private sector, and other key stakeholders.
- Support the engagement of key national stakeholders to support mandatory food vehicles fortification in Tanzania.
- Facilitate coordination among development partners supporting LSFF in Tanzania. Communicate and coordinate regularly with organizations working to combat malnutrition in Tanzania.
- Contribute to the development of a detailed implementation plan for GAIN Tanzania's fortification portfolio.
- As required, support the project manager with business model development for SME processors (processors of fortified foods and regulatory agencies) through supporting with due diligence, nutrition screening and a TA needs assessment using GAIN developed tools and supporting in the identification and assessment of qualified service providers to support SMEs.
- Contribute to concepts, proposals, and innovative new programmatic areas based on learning from LSFF and biofortification projects.
- Work closely with the PORALG, Ministry of Health, Ministry of Industries and Trade, ministry of agriculture, regulatory agencies, and other government agencies on successful coordination and implementation of the projects
- Support in developing strong partnerships and relationships with the private sector (mandatory fortified foods) and food processors associations to ensure commencement and scaling up of food fortification in Tanzania.
- Support in developing progress reports, annual programmatic reports, and financial reports.
- Support timely delivery of all LSFF project deliverables with targeted burn rate.

#### Project Administrative Assistance

- Provide administrative assistance to the Project Manager, Food Fortification and help to ensure compliance with GAIN policies and procedures.
- Draft meeting agendas and prepare summary notes.
- Organize / manage logistics and assist with correspondence, including reports, contracts, and other administrative documents.
- Participate in the preparation, formatting, and coordination of donor reports and proposals, follow up monthly reports, manage timesheet records, organize meetings and workshops.

#### Technical supervision, Monitoring and Evidence Generation

- Work with the Knowledge Leadership team and the Project Manager to develop a results and monitoring framework and tools to closely monitor, contribute to analysis of information collected and the development of project impact and evaluation reports.
- Working in close collaboration with the Communication associate, develop materials for external communication, including reports, presentations, briefs, and articles.
- Provide support to research and evaluation activities in Tanzania as needed.
- As needed, support the periodic collection of market information regarding fortified foods on the market or producer level.

## Global Alliance for Improved Nutrition

### Key organisational relationships

- Reporting to Project Manager, Food Fortification (FF)
- Collaborates closely with Project Manager, Biofortification on activities related to commercialization of biofortified products, school feeding and related stakeholders' engagements.
- GAIN Tanzania country team and GAIN HQ
- Government, project partners and other key external stakeholders
- Food producers, Millers Associations, PORALG, MoH, PMO, TFNC, TBS, RMSCN, TASPA, NFFA, etc.
- Works across GAIN to ensure open communication channels, coordinates requests and meetings.

### JOB REQUIREMENTS

#### Competencies

- Strong project management skills.
- A decisive problem solver able to identify business gaps quickly and raise solutions with partners.
- Excellent communication skills, both written and verbal.
- Ability to present sometimes complex information to a diverse audience.
- Analytical skills, able to review data and present meaningful reports.
- Able to effectively prioritize and multi-task, often working under pressure to achieve deadlines.
- Computer literate, with the ability to use MS Office Suite.
- Takes initiative, prioritizes multi-tasks, and works well under pressure to meet deadline.
- Ability to work effectively independently and in a cross-cultural team environment.
- Excellent analytical, decision-making abilities with good organizational skills, expert in problem solving and creativity.
- Ability to operate within the corporate and public sectors to effectively liaise with private companies, development agencies, and governments at senior level.
- Demonstrated success in building strong working relationships with internal and external stakeholders.
- Excellent interpersonal and communication skills, with the ability to build, establish and maintain effective working relationships with diverse stakeholders including private sector and governmental agencies supporting SMEs.
- Strong knowledge of food fortification principles, practices, and regulatory frameworks in Tanzania

#### Experience

- Proven experience working on large-scale food fortification projects, preferably with international organizations or public health agencies.
- Demonstrated experience working with government agencies, private sector partners, and implementing partners in the context of food fortification.
- Solid professional experience particularly in project management and coordination
- Experience in working in a consortium.
- Experience of delivering donor-funded programs highly desirable.
- Experience in a global, multicultural organization is highly desirable.
- Experience working in a public/private partnership environment highly desirable.
- Private Sector experience is highly desirable.
- Proven track record of facilitating capacity building activities and providing business model development technical assistance to food fortification industries and project stakeholders.

## Global Alliance for Improved Nutrition

### Education

- Bachelor's degree in nutrition, Public Health, Food Science, or a related field.
- Master's degree is an added advantage.

### Other requirements

- Fluent written and verbal English and Kiswahili.
- Willingness and ability to travel frequently to project sites and work in challenging environments.
- Project management qualification desired.

### WHAT GAIN OFFERS

- A competitive remuneration package
- Flexible working hours through hybrid working opportunities
- Friendly working environment
- Professional development opportunities
- The chance to make a lasting contribution to reducing global malnutrition